

National Aeronautics and  
Space Administration

**NASA Shared Services Center**  
*Stennis Space Center, MS*  
39529-6000  
[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Customer Guide**

**NSCG-3296-0001      Revision 5.0**

**Effective Date:**                      **06/01/2015**  
**Expiration Date:**                   **06/01/2018**

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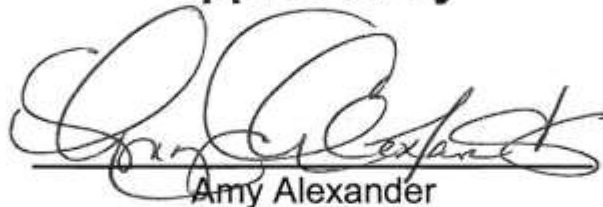
## **NASA Shared Services Center (NSSC) Request for Personnel Action (RPA) Submission Guide**

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**Responsible Office: Human Resources Division**

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**Approved by**



Amy Alexander  
Chief, Human Resources Division

6/01/2015  
Date

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## DOCUMENT HISTORY LOG

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	09/7/2012	Basic Release
Revision	2.0	03/12/2013	Page 5: Updated the 2013 Submission Schedule Page 5: Added the second paragraph to the submission deadline section. Page 10: Added Recruitment Bonus Checklist Page 15: Added Early Return to Duty Checklist Page 17: Added Extension of Leave Without Pay Checklist Page 22: Added Correction Checklist
Revision	3.0	10/21/13	Page 5: Revised Submission Deadline section to address that the 2013 Submission Schedule reflects the Outages and Holidays Page 7: Added Term Employment to Statement of Understanding Included type of Veteran Preference when DD-214 is submitted by Center and remark to indicate appointment may be noncompetitively converted Page 11: Added Student Loan Repayment Checklist Page 12: Added Consultants/Experts Checklist Page 15: Included date authorized by Approving Official or Memo (if SES) Page 16: Included date authorized by Approving Official or Memo (if

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			SES) Page 19: Included date authorized by Approving Official or Memo (if SES)
Revision	4.0	07/08/2014	<p>Page 7: Revised the title of the 2013 Submission Schedule to reflect 2014</p> <p>Page 7: Revised the HR Transmittal Sheet title to reflect Human Resources Cover Sheet</p> <p>Page 8: Replaced Eileen Clarke's name with Kellie Noel's name for forwarding of the action to NSSC</p> <p>Revised each checklist to reflect "forward the action to the NSSC" and removed Kellie's Noel name.</p> <p>Page 9: Included Annuitants Statement for Reemployed Annuitants in the FPPS notes</p> <p>Page 14: Included a statement to indicate Reemployed Annuitant is covered under National Defense Authorization Act in the FPPS notes</p> <p>Page 17: Added Detail Purpose to the Detail Checklist</p>
Revision	5.0	04/01/2015	<p>Page 5: Modified Table of Contents Titles and updated page numbers.</p> <p>Page 15: Added Phased Employment/Retirement Checklist</p> <p>Page 16: Added Opt Out Phased Retirement Checklist</p> <p>Page 17: Added Phased Retirement Extension Checklist</p>

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## PURPOSE

This guide provides checklists to assist with the submission of a Request for Personnel Action (RPA) and the supporting documentation through the Department of Interior, Interior Business Center's (IBC), Federal Personnel Payroll System (FPPS).

For guidance on coding actions, please review the Guide to Processing Personnel Actions: <http://www.opm.gov/feddata/gppa/gppa.asp>.

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## BASIC REQUIREMENTS

### Each Action Should Include the Following Information:

- Legal name;
- Social Security Number (SSN);
- Effective Date;
- Nature of Action Code;
- Legal Authority Code;
- Legal Authority Description; and
- Paysetting Information (if applicable).

### Submission Deadline

Legally Approved (LGAP) actions and backup documents should be submitted to the NASA Shared Services Center (NSSC) no later than two Fridays prior to the first day of the pay period in which the action will be effective. Please reference the [2015 Submission Schedule](#) for exact dates.

Actions submitted with all supporting documentation will be released the first week of the pay period if submitted in accordance with the submission schedule due date. However, system outages and holidays will impact the releasing of actions the first week of the pay period if the system is down the first week of the pay period as reflected in the 2015 Submission Schedule.

### Human Resources (HR) Transmittal Sheet

When forwarding documents to the NSSC via fax, mail or e-mail (with encryption), Center HR offices should use the [Human Resources Coversheet](#).

### The NSSC (UPS) Address for New Hire Paperwork is:

NASA Shared Services Center (NSSC)  
Attn: HR In-Processing Team  
Jerry Hlass Road, Building 1111  
Stennis Space Center, MS 39529-6000



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## FORWARDING ACTIONS TO THE NSSC

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All personnel actions should be forwarded to: Kellie Noel's PROC box in FPPS. If an action is returned to the Center for LGAP, please return the action to Kellie Noel's PROC box (for tracking purposes).

Please remember to include the following statement when entering corrected/revised data in the FPPS Notes of the action: "Please code the action with the following information:" this statement will clarify the data that has been intentionally changed from what is reflected in Workforce Transformation Tracking System (WTTS) or that electronic Position Description System (ePDS) is being updated to reflect new information. In these cases, we will consider the FPPS notes to be the authoritative source and will help alleviate e-mail messages from NSSC's Personnel Action Processing (PAP) team.

Please remember for all inquiries or expedited requests to contact the NSSC Customer Contact Center at: 1-877-677-2123, or by e-mail at: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov). A courtesy copy should be sent to your NSSC Center Point of Contact (POC) to assist in handling your request in a timely manner.

Please send all other documentation or new work requests (non-urgent) to the attention of Personnel Action Processing by scan via encryption at: [nssc@nasa.gov](mailto:nssc@nasa.gov), or by fax at: 1-866-779-6772.

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## APPOINTMENT AND CONVERSION CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ Date of Birth
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### Standard Form (SF)-52 Notes Must Include the Following Information:

- ☐ Paysetting Information (including special salary table, superior qualification, highest previous rate, grade and step etc.)
- ☐ Legal Authority Description (if description doesn't prepopulate within action)
- ☐ Position Description (PD) number
- ☐ Not to Exceed (NTE) Date (for Temporary/Term Appointments)
- ☐ Work Schedule (if other than full-time)
- ☐ Identify when Advance Leave isn't authorized
- ☐ Certificate Number
- ☐ Date Certificate was issued
- ☐ Enhanced Leave (identify if position is Critical or Noncritical)
- ☐ Probationary Period Requirements
- ☐ Type of Veteran Preference (if DD-214 submitted)
- ☐ Remark indicating whether the appointment may or does not confer eligibility to be Noncompetitively Converted (if appointment is Intern NTE)

### The Following Information Must be Provided to Avoid an Incomplete Action:

- ☐ Resume
- ☐ Offer letter
- ☐ Signed Statement of Understanding (Term Employment)
- ☐ Transcripts (Positive Education Requirements)
- ☐ Letter from University/Transcripts (for Student Appointments/Conversions)
- ☐ DD-214 member 4 copy (for Veterans' Appointment)
- ☐ SF-15 (application for 10 point Veterans' Preference if used to hire Veterans)

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## APPOINTMENT AND CONVERSION CHECKLIST CONTINUED

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- ☐ SF-144A (completed and signed Enhanced Leave Worksheet)
- ☐ SF-75 (employees from another agency (e.g., transfer) without a break in service)
- ☐ Annuity Statement (Reemployed Annuitant)

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## SENIOR EXECUTIVE SERVICE (SES) APPOINTMENT AND CONVERSION CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ Legal Authority Description (if description doesn't prepopulate within action)
- ☐ Paysetting Information
- ☐ PD Number
- ☐ For PDs that aren't provided, please include the following data elements: Functional Class Code, Testing Designated Position (TDP), NASA Class Code, Supervisory Level, Supervisory Status, Position Sensitivity and Competitive Level
- ☐ Probationary Period Requirements

### The Following Information Must be Provided to Avoid an Incomplete Action:

- ☐ Signed NASA Form (NF)-1669/approval memo
- ☐ PD Coversheet, if unavailable in ePDS

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## BONUS CHECKLIST EXCLUDING RECRUITMENT BONUS

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ Indicate the amount (enter percentage for retention) and manner of payment (lump-sum, biweekly, etc.)
- ☐ Legal Authority Description (if description doesn't prepopulate within action)

### The Following Information Must be Provided to Avoid an Incomplete Action:

- ☐ Signed Service Agreement (retention, relocation and redesignation)
- ☐ Signed Statement of Understanding (if applicable) biweekly installments under NASA Flexibility Act of 2004

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## RECRUITMENT BONUS CHECKLIST

### Items to Code in New Hire RPA:

#### SF-52 Notes Must Include the Following Information:

- ☐ Nature of Action Code
- ☐ Legal Authority Code
- ☐ Indicate the dollar amount and manner of payment (lump-sum, biweekly, etc.)

#### The Following Information Must be Provided to Avoid an Incomplete Action:

- ☐ Legal Authority Description (if description doesn't prepopulate within action)
- ☐ Signed Service agreement

### Transmission of New Hire RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## STUDENT LOAN REPAYMENT CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code (817)

### SF-52 Notes Must Include the Following Information:

- ☐ Frequency of Payment
- ☐ Service Agreement End Date
- ☐ Vendor Name
- ☐ Vendor Loan Account Number
- ☐ Entitlement Amount

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## PHASED RETIREMENT CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ Scheduled Work Hours
- ☐ Not to Exceed Date

### The Following Information Must be Provided to Avoid an Incomplete Action:

- ☐ Approved Phased Retirement Agreement

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC



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## OPT OUT PHASED RETIREMENT/RETURN TO EMPLOYMENT CHECKLIST

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### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ Paysetting (if applicable)
- ☐ Work Schedule

### The Following Information Must be Provided to Avoid an Incomplete Action:

- ☐ Signed Phased Retirement Application (SF-3116)

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## PHASED RETIREMENT EXTENSION CHECKLIST

### Items to Code in E-mail:

- \_\_\_ Identify the type of action requested
- \_\_\_ Employee's Full Name
- \_\_\_ NTE date

### The Following Information Must be Provided to Avoid an Incomplete Action:

- \_\_\_ Approved Phased Retirement Agreement

### Submission of E-mail:

- \_\_\_ Send to [nssc@nasa.gov](mailto:nssc@nasa.gov)
- \_\_\_ Ensure subject line reflects HR-Personnel Action Processing

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## CONSULTANT/EXPERT APPOINTMENT CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ Legal Authority Description (if description doesn't prepopulate within action)
- ☐ Title (Consultant or Expert)
- ☐ PD number
- ☐ Pay Plan
- ☐ Pay Basis
- ☐ Paysetting Information
- ☐ Duty Location
- ☐ Drug Test Code
- ☐ Financial Disclosure Code
- ☐ Work Schedule
- ☐ Indicate if covered under National Defense Authorization Act 2010 (Reemployed Annuitant)

### The Following Information Must be Provided to Avoid an Incomplete Action:

- ☐ Annuity Statement (Reemployed Annuitant)

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## SALARY CHANGE CHECKLIST

- Promotions
- Promotion NTE
- Change to Lower Grade
- Denial of Within Rate Increase
- Quality Step Increase
- Pay Adjustment

### Items to Code in the RPA:

☐ Employee Name  
☐ SSN  
☐ Effective Date  
☐ Nature of Action Code  
☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

☐ Legal Authority Description (if description doesn't prepopulate within action)  
☐ Paysetting Information: (including: Special salary table, qualification pay, grade and step, highest previous rate, etc.)  
☐ PD Number  
☐ Certificate Number and Date Issued (if competitive)  
☐ Reason for Change to Lower Grade (e.g., employee request, agency's request, etc.)  
☐ NTE Date (temporary promotion)  
☐ Probationary Period Requirements (Supv/Mgr)

### Transmission of RPA:

☐ LGAP action  
☐ Forward action to the NSSC

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## REASSIGNMENT CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ Legal Authority Description (if description doesn't prepopulate within action)
- ☐ Paysetting Information: (including: Special salary table, qualification pay, grade, step etc.)
- ☐ PD Number
- ☐ Indicate Certificate Number and Date Issued (if competitive)
- ☐ Date Authorized by Approving Official or Memo (if SES)
- ☐ Probationary Period Requirements

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## DETAIL CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code
- ☐ Legal Authority Description

### SF-52 Notes Must Include the Following Information:

- ☐ NTE Date
- ☐ PD Number if detailed to a classified position (otherwise state in notes unclassified set of duties)
- ☐ Purpose of Detail
- ☐ New Bureau or Duty Location (if changing)
- ☐ Indicate if Drug Test Required
- ☐ Indicate if Financial Statement is Required
- ☐ Date Authorized by Approving Official or Memo (if SES)

### Transmission of RPA:

- ☐ LGAP Action
- ☐ Forward action to the NSSC

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## LEAVE WITHOUT PAY (LWOP) CHECKLIST

- LWOP NTE
- LWOP-US
- Furlough

### Items to Code in the RPA:

☐ Employee Name  
☐ SSN  
☐ Effective Date  
☐ Nature of Action Code  
☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

☐ NTE date  
☐ Eligibility for Reservist Differential (for Uniformed Service)  
☐ Military Orders (for Uniformed Service)  
☐ Identify new address and phone number (if address or personal phone number change)

### Transmission of RPA:

☐ LGAP action  
☐ Forward action to the NSSC

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## EARLY RETURN TO DUTY CHECKLIST

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### Items to Code in E-mail:

- ☐ Identify the type of action requested
- ☐ Employee's Full Name
- ☐ Effective Date

### Submission of E-mail:

- ☐ Send to [nssc@nasa.gov](mailto:nssc@nasa.gov)
- ☐ Ensure subject line reflects HR-Personnel Action Processing



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## EXTENSION CHECKLIST EXCLUDING EXTENSION OF LEAVE WITHOUT PAY (LWOP)

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- Extension of a Temporary Appointment
- Extension of a Term Appointment
- Extension of a Temporary Promotion NTE
- Extension of Details

### Items to Code in the RPA:

☐ Employee Name  
☐ SSN  
☐ Effective Date  
☐ Nature of Action Code  
☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

☐ NTE Date  
☐ Military Orders (LWOP-US)  
☐ Date Authorized by Approving Official or Memo (if SES)  
☐ Eligibility for Reservist Differential

### Transmission of RPA:

☐ LGAP action  
☐ Forward action to the NSSC

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## EXTENSION OF LEAVE WITHOUT PAY CHECKLIST

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### Items to Code in E-mail:

- ☐ Identify type of action requested
- ☐ Employee's Full Name
- ☐ Effective Date of the Extension
- ☐ NTE Date

### Submission of E-mail:

- ☐ Send to [nssc@nasa.gov](mailto:nssc@nasa.gov)
- ☐ Ensure subject line reflects HR-Personnel Action Processing

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## SUSPENSION CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ NTE Date
- ☐ Reason for Suspension

### Transmission of RPA:

- ☐ LGAP action
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## RESIGNATION CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ Reason for Resignation
- ☐ Employee's Forwarding Address
- ☐ Forward the Employee's Resignation Letter to NSSC using the HR transmittal sheet for filing in the Employee's Electronic Official Personnel Folder (eOPF)
- ☐ Identify if employee completed a Service Agreement and will have a debt

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## TERMINATION/REMOVAL CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ Legal Authority Description (if description doesn't prepopulate within action)
- ☐ Reason for Termination/Removal
- ☐ Identify if employee has Appeal Rights
- ☐ Employee's forwarding mailing address
- ☐ Identify if employee completed a Service Agreement and will have a debt

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## TERMINATION APPOINTMENT-IN CHECKLIST

### Items to Code in the RPA:

- ☐ Employee Name
- ☐ SSN
- ☐ Effective Date
- ☐ Nature of Action Code
- ☐ Legal Authority Code

### SF-52 Notes Must Include the Following Information:

- ☐ Legal Authority Description (if description doesn't prepopulate within action)
- ☐ Employee's forwarding mailing address
- ☐ Name of gaining Agency
- ☐ Gaining Agency POC: Name and phone number or e-mail (for Termination-Appt-In)

### Transmission of RPA:

- ☐ LGAP action
- ☐ Forward action to the NSSC

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## CORRECTION CHECKLIST

### Items to Code in E-mail:

- ☐ Identify type of action requested
- ☐ Employee's Full Name
- ☐ Item requiring a correction
- ☐ Date error occurred

### Submission of E-mail:

- ☐ Send to [nssc@nasa.gov](mailto:nssc@nasa.gov)
- ☐ Ensure subject line reflects HR-Personnel Action Processing

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## APPENDIX A – ACRONYMS AND ABBREVIATIONS

eOPF	Electronic Official Personnel Folder
ePDS	Electronic Position Description System
FPPS	Federal Personnel Payroll System
HR	Human Resources
IBC	Interior Business Center
LGAP	Legally Approved
LWOP	Leave Without Pay
NF	NASA Form
NSSC	NASA Shared Services Center
NTE	Not to Exceed
PAP	Personnel Action Processing
PD	Position Description
POC	Point of Contact
RPA	Request for Personnel Action
SES	Senior Executive Service
SF	Standard Form
SSN	Social Security Number
TDP	Testing Designated Position
WTTS	Workforce Transformation Tracking System